


Portfolio

Wisconsin Cooperative Education Skill Certification Food Services

Coop Areas Completed	Student Information
<p>1. Core Employability Competencies</p> <p>2. Food Service</p> <ul style="list-style-type: none"> • Introduction to Food Service Industry • Nutrition and Menu Planning • Sanitation and Safety • Dining Room Service • Food Preparation • Garde Manger/Food Presentation • Baking <div data-bbox="239 1177 785 1328"> <p>Start Date _____</p> <p>End Date _____</p> </div>	<div data-bbox="869 532 1873 571"> <p>Student _____ Phone _____</p> </div> <div data-bbox="869 626 1873 665"> <p>School _____ Phone _____</p> </div> <div data-bbox="869 721 1873 760"> <p>Teacher Coordinator _____ Phone _____</p> </div> <div data-bbox="869 815 1873 854"> <p>Workplace Mentor _____ Phone _____</p> </div> <div data-bbox="869 893 1421 1336"> <p>Other Information:</p> </div> <div data-bbox="1428 940 1881 1344">  </div>

Food Service Skill Standards Rating Scale

- 3 Proficient—able to perform entry-level skills independently.
 2 Intermediate—has performed tasks, may need additional training or supervision.
 1 Introductory—is familiar with process but is unable, or has not had the opportunity, to perform task; additional training is required.
SB School Based
WB Work Based

Description of Skills	Rating Scale			Initials		Comments
	3	2	1	SB	WB	

PART ONE: Core Employability Competencies

20 competencies must be achieved at level 2 or 3

Basic Skills

1. Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.						
2. Writing—communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs and flow charts.						
3. Mathematics—Performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques.						
4. Listening—receives, attends to, interprets, and responds to verbal messages and other cues.						
5. Speaking—organizes ideas and communicates orally.						
6. Career Development—understands application process, develops personal career goals, understands individual potential.						

Personal/Interpersonal Skills: Displays responsibility, self-esteem, sociability, self-management, integrity and honesty, and extends these skills to facilitating working well with others.

7. Demonstrates integrity/honesty and chooses ethical courses of action.						
8. Serves clients/customers, working to satisfy customer's expectations.						
9. Participates as a member of a team, contributing to group efforts.						
10. Demonstrates leadership skills, including teaching others new skills.						
11. Works well with women and men from diverse backgrounds.						

Thinking/Information Processing Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn and reason, and acquire and utilize information to aid these processes where necessary.

12. Organizes, maintains, interprets, communicates information, using computers to aid this task where necessary.						
13. Recognizes problems and devises and implements plans of action.						
14. Generates new ideas through creative thinking.						
15. Makes decisions through specifying goals and constraints, generating alternatives, considering risks, and evaluating and choosing the best alternatives.						
16. Uses efficient learning techniques to acquire and apply new knowledge and skills.						

Systems/Technology: Understands complex interrelationships of systems and works with a variety of technologies.

17. Knows how social, organizational, and technological systems work and operates them effectively.						
18. Understands relationships among technological functions, pinpoints errors in technologies' performance and corrects problems in operations.						
19. Selects the appropriate tools or equipment for a task, including computers and related technologies.						

<i>Description of Skills</i>	Rating Scale			Initials		<i>Comments</i>
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20. Understands the function and proper procedures for technologies related to a task.						
21. Prevents, identifies, or solves problems with equipment, including computers and other technologies.						
22. Understands basic safety precautions and takes measures to implement them.						

PART TWO: Food Service Competencies

Introduction to Food Service Industry

6 competencies must be achieved at level 2 or 3

1. Define food service and the various segments of the industry.						
2. Describe the various cuisines.						
3. Describe food service industry trends and future opportunities.						
4. Outline various food service operational structures.						
5. Explain the supervisor's and employee's relationship in decision-making, problem-solving and delegation of duties.						
6. Demonstrate the application process.						
7. Describe the guidelines and procedures of new employee orientation.						

Nutrition and Menu Planning

7 competencies must be achieved at level 2 or 3

1. Identify the 6 food groups in the USDA Food Guide Pyramid and the recommended daily servings from each.						
2. Apply food pyramid principles to basic meal planning.						
3. List the major nutrients contributed by each of the food groups.						
4. Demonstrate cooking techniques and storage principles for maximum retention of nutrients.						
5. Interpret components of FDA labeling.						
6. Identify health conscious alternative ingredients.						
7. Describe truth-in-menu requirements.						
8. Write descriptions of menu items.						

Sanitation and Safety

19 competencies must be achieved at level 2 or 3

1. Describe the HACCP (Hazard Analysis Critical Control Point) system.						
2. Track the flow of food in a food service operation.						
3. Identify the conditions that support the growth of microorganisms.						
4. Explain the procedures for rotation of stock, including FIFO.						
5. Explain proper receiving and storing of cleaning supplies and chemicals.						
6. Inventory food and non-food items on hand.						
7. Differentiate between inspecting and grading.						
8. Describe food-borne illnesses.						
9. Demonstrate acceptable procedures when preparing and handling foods, including						

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time/temperature principles.						
10. Define the three hazards for food contamination (chemical, physical, and biological).						
11. Recognize signs of food spoilage.						
12. Receive and store fresh, frozen, refrigerated, and staple goods.						
13. Apply principles of sanitation to storage of raw and prepared foods.						
14. Identify proper methods of waste disposal and recycling.						
15. Describe appropriate control measures for insects and rodents.						
16. Explain appropriate emergency treatments.						
17. Describe appropriate use of fire extinguishers.						
18. Explain the use of Material Safety Data Sheets (MSDS).						
19. Differentiate between cleaners and sanitizers.						
20. Demonstrate appropriate cleaning procedures for equipment and facilities.						
21. Conduct a sanitation inspection.						

Dining Room Service

5 competencies must be achieved at level 2 or 3

1. Demonstrate table and place settings.						
2. Explain functions of various dining room personnel.						
3. Demonstrate appropriate table service procedures.						
4. Demonstrate acceptable customer service relations.						
5. Demonstrate coordinating production with service.						
6. Demonstrate receiving payment and making change.						

Food Preparation

12 competencies must be achieved at level 2 or 3

1. Prepare a product following a standardized recipe.						
2. Utilize standard weights and measures to demonstrate proper portion control.						
3. Prepare written requisitions for recipes.						
4. Cost standard recipes.						
5. Apply basic math skills to recipe conversions.						
6. Demonstrate appropriate use of: - knife skills						
7. - small equipment						
8. - large equipment						
9. Identify market forms of: - meats, seafood, poultry						
10. - stocks, soups, and sauces						
11. - fruits, vegetables, and starches.						

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12. Prepare a variety of beverages.						
13. Prepare breakfast meats, eggs, cereals, and bread products.						

Garde Manger/Food Presentation

6 competencies must be achieved at level 2 or 3

1. Prepare basic garnitures.						
2. Identify tools and equipment used in garde manger.						
3. Identify salads and salad dressings.						
4. Identify cold and hot appetizers.						
5. Prepare hot and cold sandwiches.						
6. Demonstrate buffet presentation techniques to include platters, trays, bowls, and other containers.						
7. Demonstrate plate presentations.						

Baking

14 competencies must be achieved at level 2 or 3

1. Define baking terms.						
2. Select ingredients used in baking.						
3. Identify tools and equipment used in baking.						
4. Utilize standard weights and measures to demonstrate proper scaling and measurement techniques.						
5. Describe functions of various ingredients in baked products.						
6. Explain the basic principles of baking.						
7. Identify a variety of yeast dough products.						
8. Identify quick breads.						
9. Prepare quick breads.						
10. Identify a variety of pies.						
11. Prepare various types of cookies.						
12. Identify cakes and dessert varieties.						
13. Apply basic decorating techniques.						
14. Explain the use of frozen and prepared doughs, mixes, and fillings.						
15. Explain the principles of healthful baking.						

The Competencies in This Portfolio Have Been Endorsed By:



Family, Career and Community
Leaders of America



Wisconsin Association
for Leadership in
Education and Work



Wisconsin
Bakers
Association



Wisconsin
Vocational
Association



Wisconsin
Restaurant
Association



Wisconsin
Technical College
System



Wisconsin
Department
of Public Instruction



American
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